

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CHIEF DEPUTY - COUNTY TREASURER  
CLASS CODE: 1541

FLSA STATUS: EXEMPT  
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 11/08/2016  
DEPARTMENT: TREASURER

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### JOB SUMMARY

Under general guidance and direction of the elected County Treasurer, performs supervisory and principal administrative work. Incumbents serving in this classification are appointed by, and would take over and discharge the duties of, the elected County Treasurer in the event of his or her absence or disability.

### ESSENTIAL FUNCTIONS

- Directs and develops functions of the office; crafts plans for future projects, sets goals and objectives.
- Develops, establishes, implements, and maintains operating procedures and policies.
- Oversees training and ensures work is completed accurately and efficiently; evaluates performance and conducts performance appraisals.
- Identifies, evaluates, and resolves personnel concerns.
- Recommends staffing decisions related to hiring and retention of personnel and administration of disciplinary action in accordance with County Personnel Rules and Regulations.
- Researches and evaluates department needs to facilitate preparation and submission of the annual budget.
- Directs collection of county monies and ensures disbursement to proper taxing entities. Ensures proper handling of taxpayer money.
- Directs distribution of real and personal property tax including delinquent, Greenbelt assessments, and motor vehicle registration fees.
- Compiles and analyzes collection reports, correction letter information, refund detail, warrant register, and withholding information for each area.
- Balances collection reports with computer distribution reports for each area.
- Interacts with other departments in balancing total monthly disbursement.
- Performs final distribution of all funds collected during previous year.
- Oversees and prepares annual notifications such as May Tax Sale, Yearly Tax Notice, Delinquent Taxes, Tax Exempt Entities, Overpayment.
- Maintains awareness of legislative updates, interprets tax law, and makes application to department functions.
- Represents the County Treasurer as needed at Commission and other meetings.
- Oversees security of the office and functionality of alarm system.
- Compiles annual State Tax Commission Report.
- Reconciles bank statements for Utah County Government accounts.
- Collaborates on re-write of Collection/Distribution system, implementation and maintenance.
- Maintains, balances, and submits funds to State Unclaimed Property Division.
- Computes tax, penalty and interest (fees) amount for partial releases, accepts payment and applies adjustment to payment; records lien releases.

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**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

County tax system and government finance  
Principles, practices, and methods of budget development and administration  
Investment and fund accounting, general ledger accounting, property tax accounting  
Strategic planning, goal setting, and program development and implementation  
Social and political issues influencing public agency program administration  
Principles of human resource management and development, leadership, and team building  
Applicable federal, state, and local laws, codes, and regulations  
Interrelationships between community, county, and department programs

**Skills and Abilities to:**

Provide executive direction  
Administer large and complex governmental services  
Interpret and apply policies to solve complex problems  
Exercise sound independent judgment within general policy guidelines  
Communicate effectively both verbally and in writing  
Interpret, summarize, and present complex data and information to diverse audiences  
Establish and maintain effective working relationships with internal staff and the public  
Meet customer expectations and resolve customer service problems  
Lead and work in a team environment

**PHYSICAL DEMANDS**

Typically sits at a desk and works for sustained periods of time maintaining concentrated attention to detail.  
Regularly walks, stands, or stoops and occasionally lifts or otherwise moves objects weighing up to 40 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**WORKING CONDITIONS**

Work is typically performed in an office or other environmentally controlled room.  
Work may expose employee to volatile situations with the public. Work requires long hours during tax season and monthly/yearly distributions.

**RECOMMENDED EDUCATION AND EXPERIENCE**

Bachelor degree in business management, accounting, finance or a closely related field and six (6) years of professional accounting work experience including two (2) years in a supervisory role.

**LICENSING AND CERTIFICATION**

Incumbent must be bondable.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.